

ACCEPTABLE INTERNET USE POLICY  
**Student Individual Responsibility**

File: EDCA

Access to telecommunications enables students to explore millions of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The East Longmeadow Public Schools believe that the benefits to students from access to information resources and opportunities for collaboration exceed any potential for abuse.

Ultimately, however, parent(s) legal guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media, communications, and information sources. To that end, the East Longmeadow Public Schools supports and respects each family's right to decide whether or not to permit their child(dren)\_to access networked computer services, both in the home and at school.

Internet access through the East Longmeadow Public Schools is a PRIVILEGE, not a right. Therefore, student access may be limited or revoked by school officials at any time of this privilege is abused or violates acceptable use in any way. Students engaged in unacceptable use of the Internet will also be subject to disciplinary action in conformity with the East Longmeadow High School *Code of Conduct and Discipline Policy*.

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, students are responsible for acceptable use of computer networks, just as they are responsible for their behavior in other areas of the school.

Student use of the internet is limited: access to the internet shall be provided for students solely to conduct educational research and support educational endeavors. Access to internet services will be provided to students who agree to act in an acceptable manner and who demonstrate individual responsibility for appropriate use of the Internet.

Levels of Student Access

**Internet and World Wide Web**

All students may have access to the Internet and World Wide Web, with teacher supervision, in classrooms, in libraries, or laboratories. All students must be familiar with and agree to abide by the East Longmeadow Public Schools and *Acceptable Internet Use Policy* before accessing the Internet and World Wide Web.

Grades K-5: Before students in grades K-5 will be authorized to access the Internet and World Wide Web, they will take part in an annual grade-level appropriate discussion of the East Longmeadow Public Schools' *Acceptable Internet Use Policy* with their staff. Parent(s)/ legal guardian(s) must sign a statement indicating that they understand and have discussed the *Acceptable Use Policy* with their child.

Grades 6-12: Before students in Grades 6-12 will be authorized to access the Internet and World Wide Web, they and their parent(s) / legal guardian(s) will be asked to sign a statement that they have read and understood the East Longmeadow Public Schools' *Acceptable Use Policy* and agree to fully adhere to it.

## **Administrators' Access to Student Files**

Students should not assume that their uses of the East Longmeadow Public Schools' Internet access will be private. All student Internet files and records may be accessed and examined by the school administration, Technology Coordinators and other staff for educational and administrative purposes, including the need to ensure that this *Acceptable Internet Use Policy* is being adhered to. Pursuant to local, state and federal laws, administrators and staff may provide access to student Internet files and records to law enforcement authorities. **All Internet files will be subject to the East Longmeadow High School's *Code of Conduct and Discipline Policy* and local, state and federal laws and regulations.**

## **Personal Safety**

The Internet is accessible to the public. Although there are filtering techniques to restrict access to various aspects of the Internet, the Internet is an almost endless web of computer networks rendering absolute user access limitation nearly impossible. The East Longmeadow Public Schools, in its commitment to promote a safe and secure learning environment, cannot screen the Internet for all inappropriate contacts. Therefore, students must neither post personal information nor arrange personal meetings in their use of the Internet. In addition, students should promptly inform their teachers or school administrators of any on-line communication that is threatening, harassing, or otherwise inappropriate.

## **System Security and Resource Limits**

Students are expected to respect and follow procedures and guidelines that are issued in order to ensure the security of the East Longmeadow Public Schools' computer system and to respect its resource limits. These include, but are not limited to, downloading guidelines and virus protection procedures.

## **Vandalism**

Students are expected to adhere to East Longmeadow High School's *Code of Conduct and Discipline Policy*. Any deliberate destruction, mutilation, modification and tampering of computer hardware, software, and Local Area Network (District and/or School) systems will be subject to disciplinary action and/or referral to law enforcement authorities. Any activity which inhibits or interferes with the normal operation of the hardware and software which comprise the East Longmeadow Public Schools' computer network system is also subject to disciplinary action.

## **Unacceptable Uses**

The following uses of the East Longmeadow Public Schools' Internet access are unacceptable:

1. Posting private or personal information about yourself or others.
2. Attempting to log in through or to access another person's files.
3. Accessing or transmitting obscene or patently offensive material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Violating the East Longmeadow High School's *Code of Conduct and Discipline Policy*, (e.g., engaging in racial or other forms of discrimination, including sexual harassment,

hazing, plagiarism, cheating, or interfering with the rights of others to pursue an education).

6. Participating in any communications that facilitate gambling, the illegal sale or use of drugs, alcohol or weapons, gang activity, or that threaten, intimidate, or harasses any other person, or that violate any local, state, or federal law.
7. Infringing upon copyrights. Infringing upon copyrights is the inappropriate reproduction or transmission of material that is protected by copyright. (See East Longmeadow High School's *Code of Conduct and Discipline Policy*.)
8. Participating in commercial activities that are not directly related to the educational purposes of the East Longmeadow Public Schools.
9. Using listservs and/or social networking websites.
10. Attempting to access or alter any administrative (student records, financial reporting, etc.) data or software.
11. Using Instant Messaging of any kind.
12. Installing unauthorized software on school computers.

#### **Disclaimer of Liability**

The East Longmeadow Public School District disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

The East Longmeadow Public Schools reserves the right to change this policy at any time.